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SANDIA PREP

Master Calendar Event Request

Today's Date 12/4/12 Requested by: Cathy Martinez
Contact Phone Number: 505.250.3959 email: cmartinez@sandiaprep.org

What: Name of Event: NM Athletic Trainers' Annual Meeting-Symposium
Description of Event: _____

When: Start: 5/31/12 Time: 4 AM/PM
End: 6/2/12 Time: 12 AM/PM
Setup Time 3 AM/PM Depart Time _____ AM/PM (for trips)
Breakdown 12 AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Theatre, foyer of theatre (McCall?), Black box, commons, Athletic Training room, + gym

Who: SPS Groups Involved: Athletic Trainer (Martinez)
Grade: 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___
Other Groups/Schools Involved: _____

Total Number of Participants: ~75

About: Departments: _____
Activity Type: Continuing Ed / meetings
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: _____
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: Tables, chairs, reception table, projector, microphone
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: TBID

Documents to be Attached to file: _____

Events Coordinator _____ Director of Studies _____ IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____